

**MINUTES OF THE MEETING OF BURY ST EDMUNDS TOWN
COUNCIL HELD ON WEDNESDAY 26 SEPTEMBER 2018 AT 7.05 PM AT THE
TOWN COUNCIL OFFICES, 7 ANGEL HILL, BURY ST EDMUNDS**

PRESENT: Cllrs Speed (Chairman), F Warby (Vice Chairman), Augustine, Chung, Everitt, Hailstone, D Hind, K Hind, Hopfensperger, Murray, Nettleton, Rayner, Rout, Springett, P Warby and Williamson.

ALSO PRESENT: Greg Luton (Town Clerk), Julie Sturgeon (Allotments and Administrative Assistant) Karen Simpson (Theatre Royal Bury St Edmunds), Joannah Metcalfe (Greener Growth), Ian Evans and Charlie Potter (Abbeycroft Leisure), Cheryl Froud (West Suffolk Council), Katrina Rose and Sue Edwards (Little Acorns Childcare) and a reporter from the Bury Free Press.

1. CHAIRMAN'S INTRODUCTION

The Chairman spoke about issues such as the forthcoming local boundary review and the expenditure and subsequent savings on the Armed Forces Day budget.

2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS THEREFORE

Apologies were received and the reason accepted from Cllr Thompson (business).

3. TO RECEIVE DECLARATIONS OF INTEREST + ADDITIONS TO REGISTERS

All Borough Councillors when sitting at Town Council level (and vice versa) are advised to declare as follows: "that I may vote differently at Borough Council (*substitute Town Council as and when required*) level from that recorded at this meeting because of the possibility of further information being made available to me at that other tier of local government". Cllrs Chung, D Hind, Hopfensperger, Rayner, Rout, Speed, Springett, F Warby and P Warby declared a local non-pecuniary interest as Borough Councillors.

4. TO CONSIDER ANY WRITTEN APPLICATION BY A MEMBER FOR A DISPENSATION RELIEVING THE MEMBER FROM EITHER OR BOTH OF THE RESTRICTIONS IN SECTION 31(4) OF THE LOCALISM ACT 2011 IN CASES DESCRIBED IN THE DISPENSATION AND SPECIFY THE PERIOD FOR WHICH ANY DISPENSATION SO GRANTED HAS EFFECT

There were none.

5. TO CONFIRM, ADOPT AND SIGN THE MINUTES: 25 JULY 2018 MEETING OF THE TOWN COUNCIL

Resolution Record. **BSETC/56/26/Sep/18:**

That the minutes of the 25 July 2018 meeting be agreed and signed as a true record.

6. TO RECEIVE AN UPDATE FROM PCSO Amanda Pooley

PCSO Pooley was unable to attend, so the Clerk gave an update on the plans to recruit two Council-sponsored PCSOs in the future. There was general approval. He explained plans for a renewed, more operationally efficient contact that was being set up and that representatives from Suffolk Constabulary planned to attend the October Council meeting to explain, with the aim to get sign-off by December.

7. PUBLIC FORUM

Representatives from Abbeycroft Leisure, Greener Growth, Little Acorn Childcare and the Theatre Royal Bury St Edmunds spoke in support of their respective grant applications and answered questions from members. Cllr Williamson was thanked for her efforts in supporting cycling events for the Town.

8. CLERK'S REPORT FOR NOTING

The Clerk reported on ongoing developments for GDPR/DPO provision, on establishing Heads of Terms for the Guildhall and the Clerk's office provision and on the recent 'Dog-Friendly' initiative. (Cllr Springett spoke briefly about the dog-friendly aspect.)

9. RFO'S REPORT ON BUDGET LINE ITEMS SHOWING 'YEAR TO DATE' AND OTHER INFORMATION

The RFO's report was discussed. The Clerk spoke briefly about how the monthly reports were set out, with some discussion about the use of reserves. Cllrs asked for changes to RFO's report formatting. The use of forecasting was discussed and there was general agreement that future funding of the second PCSO was viable.

10. TO APPROVE THE SEPTEMBER 2018 PAYMENTS LIST

Resolution Record. **BSETC/57/26/Sep/18:**

That the September 2018 payments list be approved.

Cllr Springett departed at 8.30pm.

11. TO APPROVE AND ACCEPT THE EXTERNAL AUDITOR'S REPORT ON THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018

Resolution Record. **BSETC/58/26/Sep/18:**

That the External Auditor's report on the Annual Return for the year ended 31 March 2018 be approved and accepted.

The Clerk thanked the RFO for achieving a good Audit report; the Chairman thanked Cllr K Hind for his work on aspects of internal audit.

12. TO CONSIDER GRANT FUNDING APPLICATIONS FROM:

12.1 Theatre Royal

Resolution Record. **BSETC/59/26/Sep/18**

That the Theatre Royal be awarded £20,000 for the 200th anniversary project in the financial year 2019/2020.

12.2 Greener Growth

Resolution Record. **BSETC/60/26/Sep/18**

That Greener Growth be awarded £5000 for their Green Survey Project.

12.3 Little Acorns

Resolution Record. **BSETC/61/26/Sep/18**

That Little Acorns be awarded for £3500 for work on an outside nature area and a supporting wall.

The Clerk was asked about a grant to a children's group located at a church premises. He said had taken advice last year in the same context, of the LGA 1894 which relates to this matter, and from memory recalled that SALC and he could see no related reason why the grant could not be given. A top-up grant would be considered in the future if necessary.

Cllr Rout departed at 8.55pm.

13. TO NOTE PROGRESS ON PPS PROCEDURES FOR DEFECTS.

The Chair and others updated the meeting on recent work with Suffolk County Council Highways department as well as on the list of priorities for defects work. More advice of filling out the pro forma would be given and the areas of work were for pavements and public spaces works, not potholes in the road, aiming to:

1. Start on the small works on the defects list. This was the rolling list, reviewed quarterly.
2. Identify repair gang work for 'spot jobs' involving more than one pavement defect.
3. Use self-help where possible, once SCC training has been set up.
4. Commit to work on bigger match-funded projects.

14. TO CONSIDER DATES FOR FULL COUNCIL MEETING

Resolution Record. **BSETC/62/26/Sep/18**

That an August Full Council Meeting be trialled in 2019.

Resolution Record. **BSETC/63/26/Sep/18**

That the Annual Meeting of Town Council be held on 15 May 2019 and the Annual Town Meeting to be held on 29 May 2019.

The Clerk explained that due to a previous commitment he would be unable to attend on 15 May if this date were chosen; his apologies were accepted.

Cllrs P and F Warby departed at 9.00-9.01pm.

15. TO APPROVE TOWN COUNCIL POLICIES:

- 15.1 New Model Standing Orders
- 15.2 Civic Events (St Edmunds Day Awards and Armistice Day Commemoration)
- 15.4 Collection and Debt Recovery Policy
- 15.5 Compliments, Suggestions and Complaints Policy
- 15.6 Filming and Recording of Meetings
- 15.7 Grit Bin Policy
- 15.8 Locality Budget Scheme Criteria & Guidance for Councillors

Resolution Record. **BSETC/64/26/Sep/18**

That the updated policies for New Model Standing Orders; Civic Events (St Edmunds Day Awards and Armistice Day Commemoration); Collection and Debt recovery Policy; Compliments, Suggestions and Complaints Policy; Filming and Recording of Meetings; Grit Bin Policy and Locality Budget Scheme Criteria & Guidance for Councillors be approved.

16. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE STAFFING AND EMPLOYMENT COMMITTEE OF 12 SEPTEMBER 2018

Resolution Record. **BSETC/65/26/Sep/18**

That the minutes of the Staffing & Employment Committee meeting of Wednesday 13 June 2018 be signed as a true record.

Resolution Record. **BSETC/66/26/Sep/18**

That the staff working provisions since June 2018 be accepted and a report to Full Council was to follow.

Resolution Record. **BSETC/67/26/Sep/18**

That the minutes of the Staffing and Employment Committee meeting of Wednesday 12 September 2018 be received and the recommendations therein be adopted.

17. TO RECEIVE THE REPORT AND ADOPT THE RECOMMENDATIONS THEREIN (IF ANY) OF THE PLANNING, LICENSING & FINANCE COMMITTEE MEETING OF

17.1 15 August 2018

17.2 12 September 2018

Resolution Record. **BSETC/68/26/Sep/18**

That the end of July 2018 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record. **BSETC/69/26/Sep/18**

That the £6,500 of committed expenditure in respect of the Eastgate Bridge refurbishment project (resolution BSETC/174/29/Mar/17) be returned to general reserves.

Resolution Record. **BSETC/70/26/Sep/18**

That the end of August 2018 Bank Reconciliations, Budget Line Item Expenditure, Final Payments List and Cash Book Reports be adopted and signed.

Resolution Record. **BSETC/71/26/Sep/18**

That the minutes of the Planning, Licensing and Finance committee meetings of 15 August and 12 September 2018 be received and the recommendations be adopted.

18. TO NOTE THE COUNCIL'S INSURANCE RENEWAL FROM 01 SEPTEMBER 2018 WITH INSPIRE (AXA) IN THE SUM OF £2,403.41

Noted

19. TO NOTE THE CLERK'S USE OF DELEGATED AUTHORITY ON 04 SEPTEMBER 2018 (AS DETERMINED BY THE PLANNING LICENSING & FINANCE COMMITTEE MEETING ON 15 AUGUST 2018) FOR PLANNING APPLICATION DC/18/1443/FUL (I) CHANGE OF USE FROM SHOPS AND OFFICES A1/B1 TO 3NO. DWELLINGS - 2-4 ST ANDREWS STREET NORTH (II) 2NO. DWELLINGS (DEMOLITION OF EXISTING ACCOMMODATION/GARAGE BUILDING AND PARTIAL BOUNDARY WALL) - LAND TO REAR OF 106-108 RISBYGATE STREET, IN RESPECT OF NO'S 2-4 ST. ANDREWS STREET NORTH AND LAND TO REAR OF NO'S 106-108 RISBYGATE STREET, TO OBJECT ON THE GROUNDS OF DAMAGE TO BUILDINGS OF HISTORICAL INTEREST IN A CONSERVATION AREA AND SUBJECT TO ARTICLE 4 DIRECTIONS, OVERLOOKING AND OVERSHADOWING OF THE PROPOSED DEVELOPMENT OF

ADJACENT PROPERTIES AND LOSS OF AMENITY (SPECIFICALLY, THE COMMON GROUND TO THE REAR OF THE PROPERTY)

Noted

20. MOTION/RESOLUTION TO EXCLUDE TEMPORARILY THE PUBLIC AND PRESS

It was resolved to exclude temporarily the public and press for the remaining items due to the confidential nature of the business to be discussed concerning: Staffing matters.

21. TO APPROVE STAFF WORKING PROVISIONS SINCE JUNE 2018 AND FOR THE FUTURE

Resolution Record No. **BSETC/72/26/Sep/18:**

That staff working provisions for the Town Council staff, as per the Chairman's paper of September 2018, be approved.

Resolution Record No. **BSETC/73/26/Sep/18:**

That the Town Clerk be awarded four incremental scale points with effect from 01 November 2018, to SCP 39 of the pay scales set out by the National Association of Local Councils.

Resolution Record No. **BSETC/74/26/Sep/18:**

That the Allotments and Administrative Assistant be awarded four incremental scale points with effect from 01 November 2018, to SCP 15 of the pay scales set out by the National Association of Local Councils.

Resolution Record No. **BSETC/75/26/Sep/18**

That all three Town Council staff salaries be increased, by 2% with effect from 01 November 2018.

Councillors unanimously agreed to the pay changes, to be applied from 01 November 2018, taking note of the respective LG pay scales currently applying to each post.

22. DATE OF NEXT MEETING

Date of next meeting: **Wednesday 24 October 2018 at 7 pm**

The meeting ended at 9.35 pm.

Signed: _____

Dated: _____